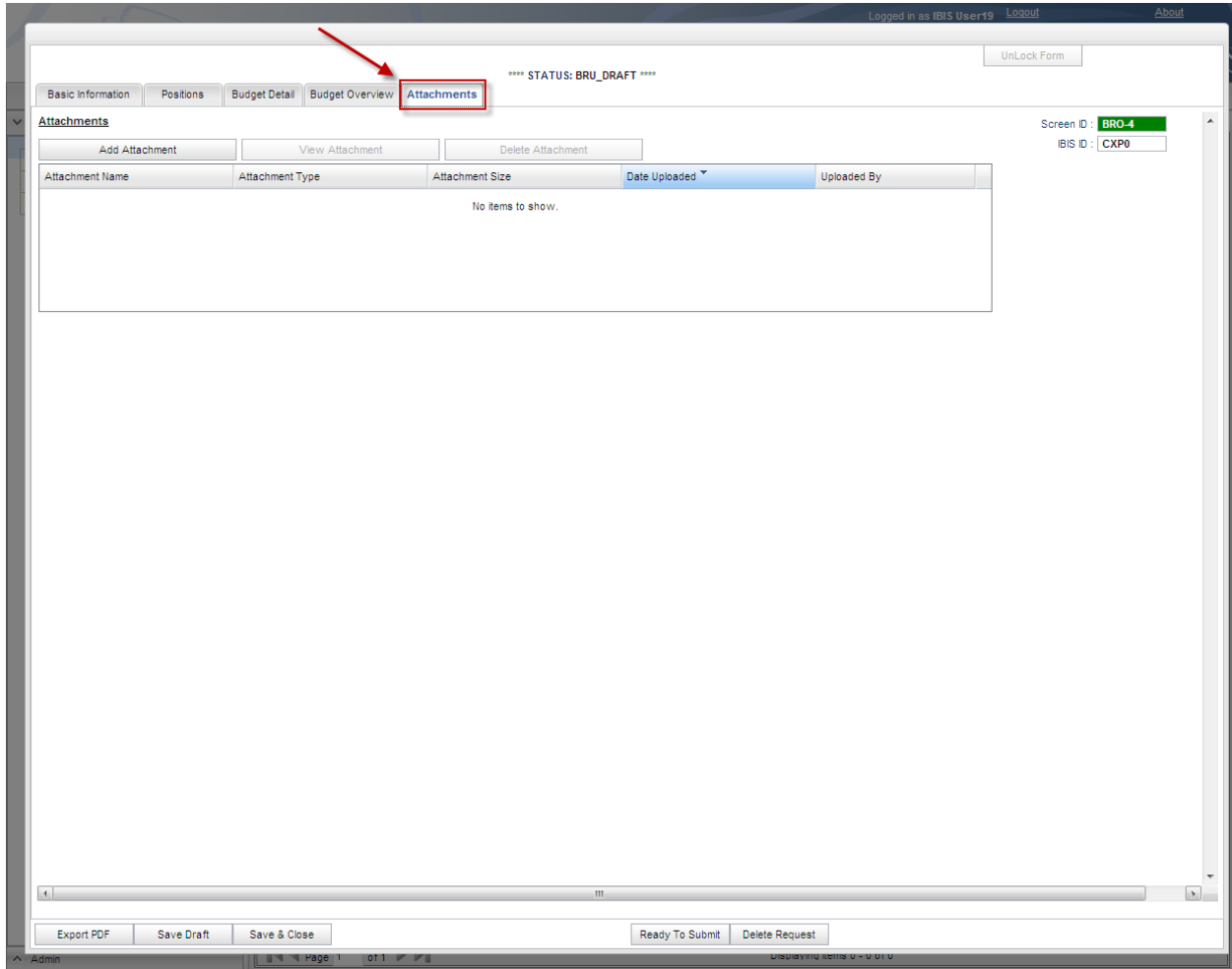


INTEGRATED BUDGET INFORMATION SYSTEM (IBIS) USER GUIDE

ATTACHMENTS

ADDING & MANAGING ATTACHMENTS

Many IBIS forms have an Attachments tab as highlighted in the screenshot below. Click on the tab to bring it to the forefront.



Logged in as IBIS User19 Logout About

UnLock Form

**** STATUS: BRU_DRAFT ****

Basic Information Positions Budget Detail Budget Overview **Attachments**

Attachments

Add Attachment View Attachment Delete Attachment

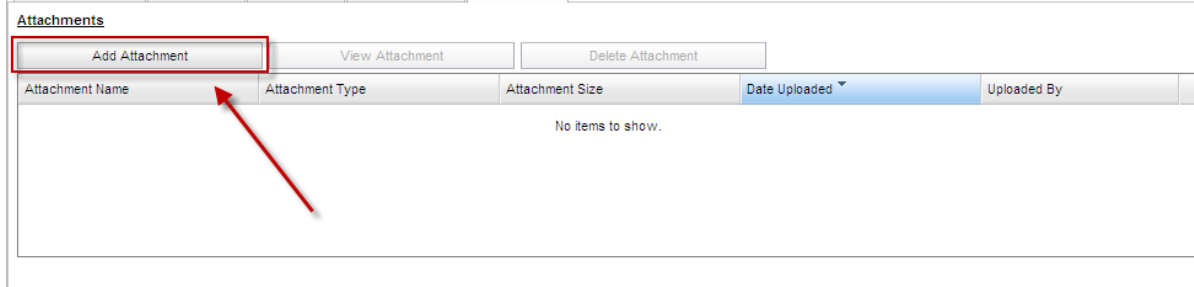
Attachment Name	Attachment Type	Attachment Size	Date Uploaded	Uploaded By
No items to show.				

Screen ID: BRO-4
IBIS ID: CXP0

Export PDF Save Draft Save & Close Ready To Submit Delete Request

Admin Page 1 of 1

In the Attachments section, click on the Add Attachment button highlighted below.

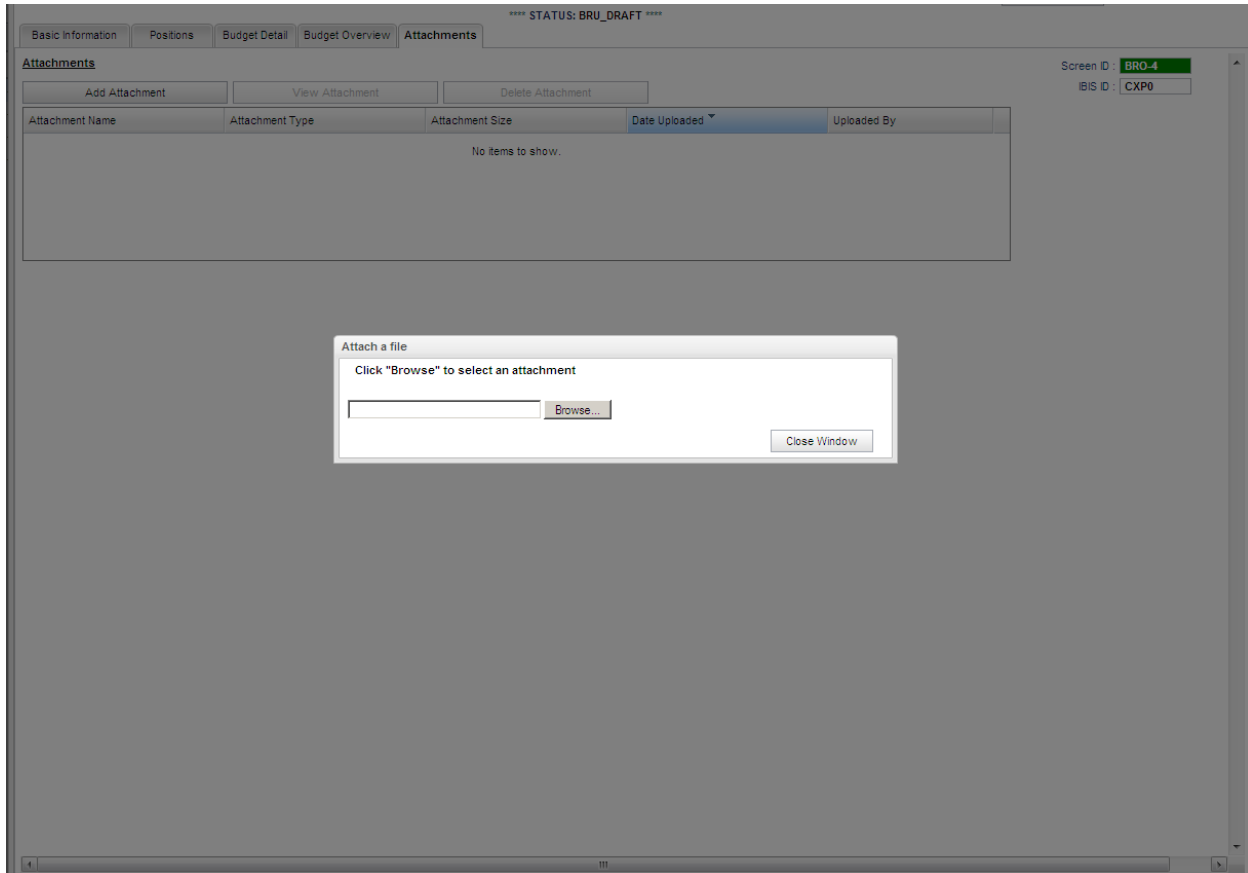


Attachments

Add Attachment View Attachment Delete Attachment

Attachment Name	Attachment Type	Attachment Size	Date Uploaded	Uploaded By
No items to show.				

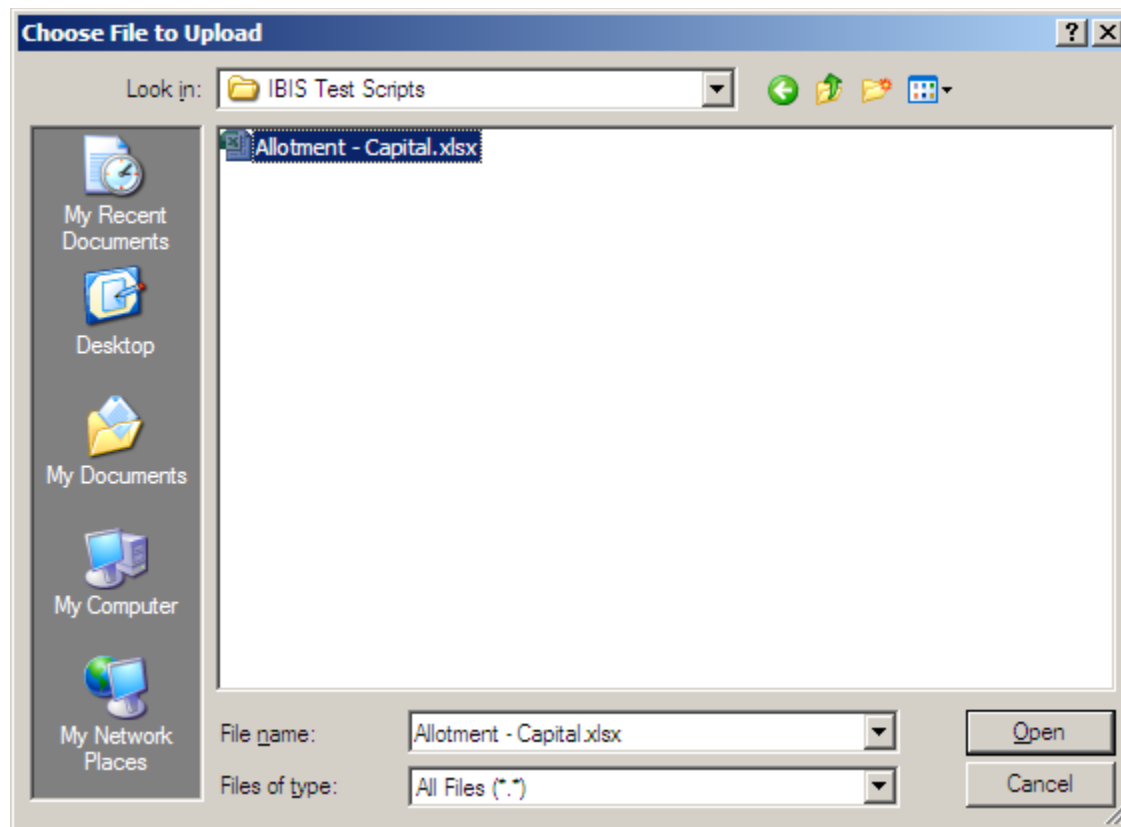
You will see an Attach a File window open. Click browse to select a file to be attached.



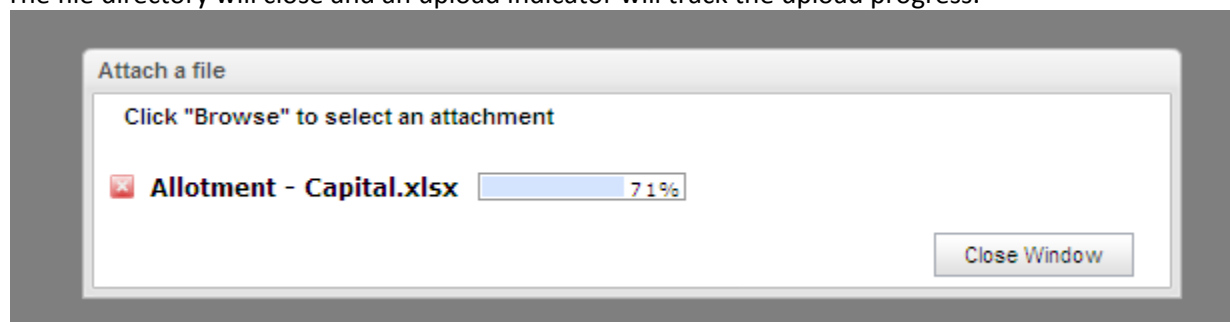
The screenshot shows the 'Attachments' tab in the IBIS system. The status bar at the top indicates 'STATUS: BRU_DRAFT'. The main area contains a table with columns: Attachment Name, Attachment Type, Attachment Size, Date Uploaded, and Uploaded By. The table is currently empty, displaying 'No items to show.' A modal dialog box titled 'Attach a file' is open in the center, prompting the user to 'Click "Browse" to select an attachment'. The dialog includes a text input field, a 'Browse...' button, and a 'Close Window' button. The background interface also shows navigation tabs (Basic Information, Positions, Budget Detail, Budget Overview, Attachments) and user information (Screen ID: BR0-1, IBIS ID: CXP0).

Attachment Name	Attachment Type	Attachment Size	Date Uploaded	Uploaded By
No items to show.				

You will see a file directory window open. Select a file to be attached and click Open.



The file directory will close and an upload indicator will track the upload progress.



Once the upload is complete, you will see the file appear in the attachment list.

Attachments

Add Attachment		View Attachment		Delete Attachment	
Attachment Name	Attachment Type	Attachment Size	Date Uploaded ▾	Uploaded By	
\\allotment - Capital.xlsx	application/vnd.openxmlformats-office...	21.146 KB	04/12/2013	IBIS User19	

To delete an attachment, select an attachment in the list, which will make the file become highlighted. Click the Delete button.

Attachments

Add Attachment		View Attachment		Delete Attachment	
Attachment Name	Attachment Type	Attachment Size	Date Uploaded ▾	Uploaded By	
\\allotment - Capital.xlsx	application/vnd.openxmlformats-office...	21.146 KB	04/12/2013	IBIS User19	

This will remove the attachment from the list.

Attachments

Add Attachment		View Attachment		Delete Attachment	
Attachment Name	Attachment Type	Attachment Size	Date Uploaded ▾	Uploaded By	
No items to show.					

Attach as many files as needed to support the request.

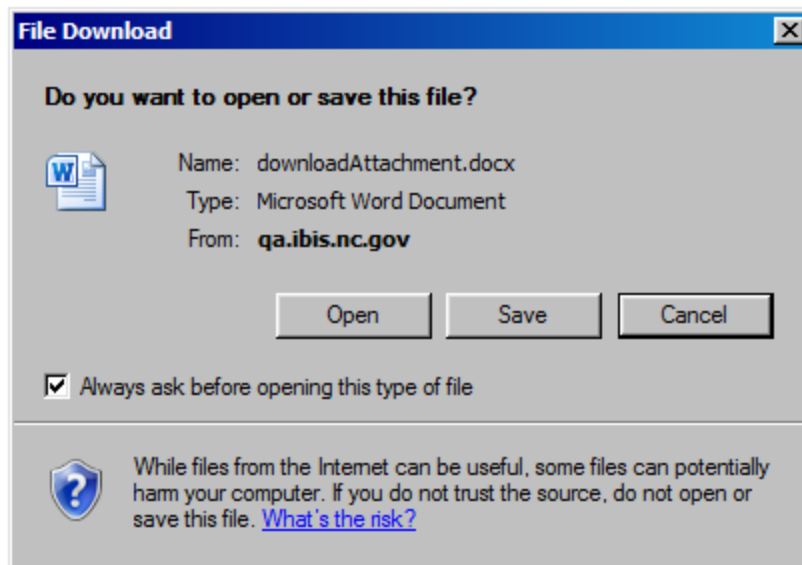
To view attachments, select a file in the attachments list and click the View Attachment button (or double click on the selected file).

Attachments

Attachment Name	Attachment Type	Attachment Size	Date Uploaded	Uploaded By
Allotment - Capital.xlsx	application/vnd.openxmlformats-office...	21,146 KB	04/12/2013	IBIS User19

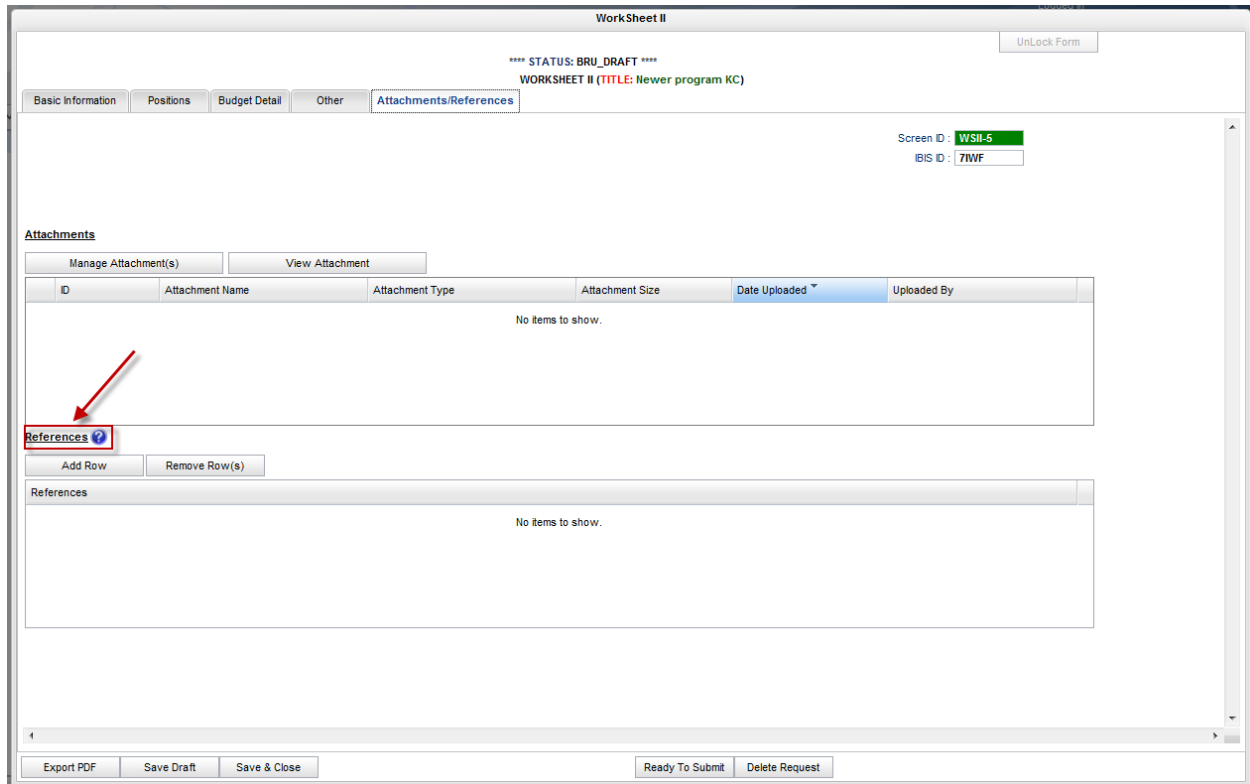
Note: In the original image, the 'View Attachment' button is highlighted with a red box, and a red arrow points from the 'Attachment Size' column to the 'View Attachment' button.

You will see the File Download window. Clicking the Open button will open the document. The save button will allow you to Save the document outside the IBIS system. Clicking the Cancel button will cancel the View Attachment request, close the File Download window and return you to the Attachments tab.



References

A References section exists on the Worksheet II form. It is a specific area of the Attachments/References tab that allows you to enter web links or file names that may contain supporting information for referral.



Worksheet II

**** STATUS: BRU_DRAFT ****

WORKSHEET II (TITLE: Newer program KC)

Basic Information Positions Budget Detail Other **Attachments/References**

Screen ID : WSH-5

IBIS ID : 71WF

Attachments

Manage Attachment(s) View Attachment

ID	Attachment Name	Attachment Type	Attachment Size	Date Uploaded	Uploaded By
No items to show.					

References ?

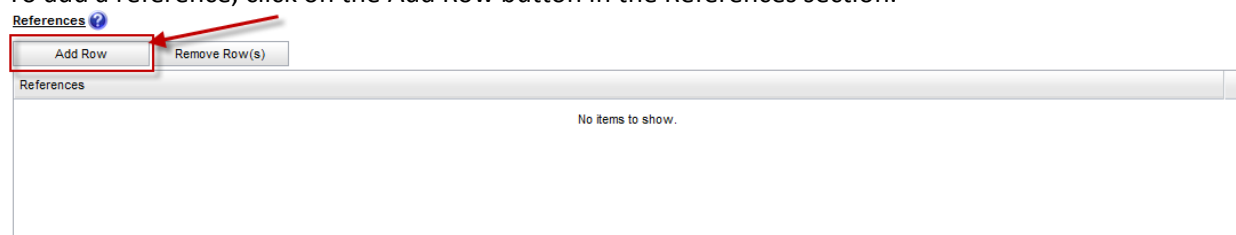
Add Row Remove Row(s)

References

No items to show.

Export PDF Save Draft Save & Close Ready To Submit Delete Request

To add a reference, click on the Add Row button in the References section.



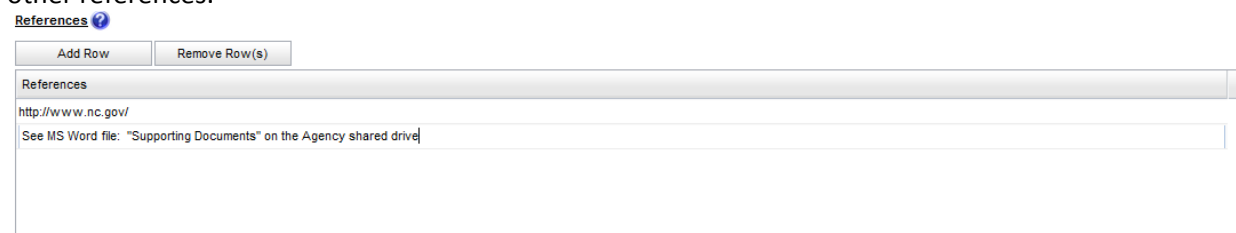
References ?

Add Row Remove Row(s)

References

No items to show.

A blank row will appear in the References list box where you may type in or paste in URLs, file names, or other references.



References ?

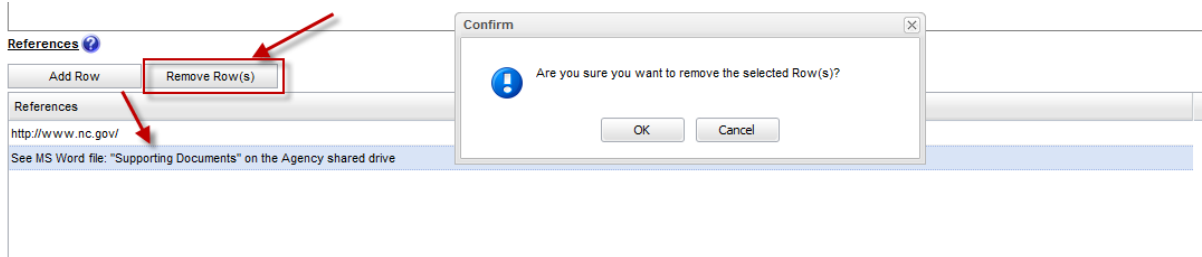
Add Row Remove Row(s)

References

http://www.nc.gov/

See MS Word file: "Supporting Documents" on the Agency shared drive

Add as many rows/references as appropriate to support the Worksheet II you are developing. To remove a row, highlight the row to be deleted and click the Remove Row(s) button.



A Confirm message box will appear. To cancel the deletion, click the Cancel button. To remove the reference, click the OK button. The Confirm message box will disappear, and the line will be deleted.

